



भारतीय प्रौद्योगिकी संस्थान कानपुर
Indian Institute of Technology Kanpur
अधिष्ठाता प्रशासन कार्यालय
Office of Dean, Administration

Date :05-04-2025

Advertisement No. REO/DOAD/2025/01

Indian Institute of Technology Kanpur an Institute of national importance has been in the forefront of engineering & technology education and research & development. The Institute derives strength from its philosophy, vision and values that has led to the achievement of academic excellence and promotion of high order technological research. The Office of Dean, Administration is looking for suitable Indian nationals for appointment on the following temporary positions for short-term R&D Projects on contractual basis for a period of maximum five years:

Designation	UR	OBC	SC	ST	PWD	EWS	No. of Posts	Pay Level (as per 7 th CPC)	Pay Scale
Senior REO	01	01	-	-	-	-	02	12	Rs. 78,800 – 2,09,200
REO (Grade I)	04	02	01	01	-	-	08	11	Rs. 67,700 – 2,08,700
Total							10		
Maximum age limit	Senior REO		48 years as on closing date of application.				Please see point no. 3 of General information and conditions for more details about age relaxations.		
	REO (Grade I)		45 years as on closing date of application.						
a. The prescribed maximum age shall be determined as on <u>04.05.2025</u> which shall be the closing date of application.									
b. The closing date for online application is <u>04.05.2025</u> .									
Reservation will be applicable as per Govt. of India norms.									
The minimum/ essential qualification, desirable qualification, experience and job specifications for the above post (s), as per Serial Number with the Post, Department, Cadre, Number of Post, Pay Scale & Level (as per 7 th CPC) are given below:									
<p>➤ Serial Number : 01</p> <p>➤ Post : Senior Research Establishment Officer</p> <p>➤ Department : Chemistry</p> <p>➤ Cadre : A</p> <p>➤ Number of Post : 02 (UR- 01, OBC-01)</p> <p>➤ Pay Scale : Rs. 78,800 – 2,09,200</p> <p>➤ Pay Level (as per 7th CPC) : 12</p>									
Minimum/Essential Qualification & Experience		a) B.S. in Chemistry +10 years' experience. or b) M.Sc. in Chemistry +8 years' experience. or c) Ph.D. in Chemistry +5 years' experience.							
Desirable Qualification & Experience		<ul style="list-style-type: none">• Experience with major research facilities, such as NMR, Mass Spectrometer, EPR, X-Ray, Mossbauer etc.• Experience in maintenance, management and organization of major facilities.• Experience in modernization of chemistry laboratories.• Regular functioning of the teaching laboratories (UG & PG).							

	<ul style="list-style-type: none"> • Upkeep maintenance and management of research equipment. Supervision of operators, interaction with faculty and students. Provide instrument-based solutions for research problems.
Job Specification	<ul style="list-style-type: none"> • Regular functioning of major chemistry facilities. • Design, upgradation and integration of facilities in pursuance of modern research. • Coordination and management of operations in multi-user facilities. • Training of the users on a regular basis.
<ul style="list-style-type: none"> ➤ Serial Number ➤ Post ➤ Department ➤ Cadre ➤ Number of Post ➤ Pay Scale ➤ Pay Level (as per 7th CPC) 	<p>: 02</p> <p>: Research Establishment Officer (Grade I)</p> <p>: National Centre for Geodesy</p> <p>: B</p> <p>: 02 (UR- 01, OBC-01)</p> <p>: Rs. 67,700 – 2,08,700</p> <p>: 11</p>
Minimum/ Essential Qualification & Experience	<p>a) MTech. in Civil/Geoinformatics/ Electrical/ Electronics/ Computer Science/Earth Sciences/Mining Engineering.</p> <p>or</p> <p>b) M.Sc. in Physics/Mathematics/Earth Science with at least 3 years' relevant experience.</p> <p>or</p> <p>c) Ph.D. in Geoinformatics/Geodesy or allied areas.</p>
Desirable Qualification & Experience	<p>The desired experience for the candidate includes (but are not limited to) the following areas:</p> <ul style="list-style-type: none"> • Handling surveying and geodetic instruments like GNSS receivers, Gravimeters, Total Stations, Levels, etc. • Handling software like ArcGIS, QGIS, ERDAS Imagine, Bernese, GAMIT/GLOBK, etc. • Strong programming skills in one or more of Python, MATLAB/Octave, R, C/C++, Fortran. • Developing project proposals in the area and coordinating field work for geodetic activities. • Strong communication skills in English, preferably demonstrated as journal publications and conference proceedings.
Job Specification	<p>The successful candidate is expected to manage the activities of the National Centre in Geodesy, especially coordinating the teaching and research activities of the Centre, including preparation of proposals for research projects in the area.</p> <p>The day-to-day activities include, but are not limited to:</p> <ol style="list-style-type: none"> collating data from the permanent GNSS stations (CORS network), gravimeter station and servers and their maintenance. managing the organization of short-term and long-term courses offered by the centre. communicating with national and international partners working in the area of geodesy and allied areas, maintain the levelling and gravity test networks of the centre, and train students and staff in the lab instruments and software.

<p>➤ Serial Number : 03 ➤ Post : Research Establishment Officer (Grade I) ➤ Department : Sustainable Energy Engineering ➤ Cadre : A ➤ Number of Post : 02 (UR- 01, SC-01) ➤ Pay Scale : Rs. 67,700 – 2,08,700 ➤ Pay Level (as per 7th CPC) : 11</p>	
Minimum/ Essential Qualification & Experience	<p>a) M.E./M. Tech. in either Computer Science or Instrumentation/Electrical/Electronics or Energy, Mechanical or other equivalent branches with a minimum of 3 years of relevant and demonstrated experience. or b) Ph.D. in either Computer Science or Instrumentation/Electrical/Electronics or Energy, Mechanical or Physics or other equivalent branches.</p>
Desirable Qualification & Experience	<p>a) Demonstrated evidence of design of experiments. b) Handson experience of programming, automation, and electronics instrumentation for various engineering equipment. c) Proven experience of training students. d) Evidence of hands-on experience in managing equipment, vendor management, report writing and making presentations. e) Good oral and written communication skills in English f) Good Microsoft Office skills</p>
Job Specification	<ul style="list-style-type: none"> The successful candidate is expected to work in the laboratories of the department of sustainable energy engineering which will include tasks such as lab management, equipment handling, design of experiments, student training, instrumentation/programming and automation, report writing, making various purchases and any other task assigned by the Head of the department.
<p>➤ Serial Number : 04 ➤ Post : Research Establishment Officer (Grade I) ➤ Department : Biological Sciences & Bioengineering ➤ Cadre : B ➤ Number of Post : 02 (UR-01, OBC-01) ➤ Pay Scale : Rs. 67,700 – 2,08,700 ➤ Pay Level (as per 7th CPC) : 11</p>	
Minimum/ Essential Qualification & Experience	<p>a) MTech. or M.Sc. in Biomedical Sciences /allied area with a minimum of 3 years of relevant work experience or b) PhD degree in Biomedical Sciences or allied field.</p>
Desirable Qualification & Experience	<ul style="list-style-type: none"> The candidate is expected to have experience in creating and/or maintenance of transgenic mice models and characterization. Experience in embryo preservation/retrieval, carrying out histopathology studies, expertise in high-end microscopy, primary culture, stem cell cultures, and/ or ex vivo organ cultures would be given weightage. Similarly, evidence for independent research, grant proposal writing, experience in training students and taking care of high-end facilities for small animal experiments will be given due weightage. In addition, the candidate is expected to be familiar with the procurement processes, including General Financial Rules, and writing grant applications and grants management.

Job Specification	<ul style="list-style-type: none"> Advising research students and technical staff on experimental animal research projects and cell and molecular biology projects, managing and operating high-end imaging, cell culture, and molecular biology facilities, liaising with industry, and conducting departmental workshops and training sessions on a regular basis, as well as contributing to extramural fund raising and grant management.
<ul style="list-style-type: none"> ➤ Serial Number : 05 ➤ Post : Research Establishment Officer (Grade I) ➤ Department : Biological Sciences & Bioengineering ➤ Cadre : B ➤ Number of Post : 02 (UR-01, ST-01) ➤ Pay Scale : Rs. 67,700 – 2,08,700 ➤ Pay Level (as per 7th CPC) : 11 	
Minimum/ Essential Qualification & Experience	<ul style="list-style-type: none"> a) MTech. or M.Sc. in Biomedical Sciences /allied area with a minimum of 3 years of relevant work experience or b) PhD degree in Biomedical Sciences or allied field.
Desirable Qualification & Experience	Ph.D. with 2 years of experience or Master degree with 7 years of experience. The ideal candidate must have worked in experimental biology laboratories with experience in handling sophisticated analytical equipment e.g. chromatography equipment, flow cytometer, electron microscope, conventional or high-resolution microscope including confocal microscope etc. Previous experience in managing any Central Facility is desirable.
Job Specification	To maintain and operate departmental central facilities and provide comprehensive technical support for relevant experiments to the members of research laboratories of IIT Kanpur.

General information and conditions:

1. Benefits, terms and conditions under DOAD service:

- These posts carry Dearness Allowance (DA), House Rent Allowance (HRA) and Transport Allowance (TA) as admissible to the central government employees and as made applicable to the Institute.
- In addition to the emoluments indicated against each category of posts, benefits such as applicability of National Pension System 2004, facility of the Health Centre for self and dependents family members are available as per the Institute rules.
- As REOs are purely temporary & contractual positions, benefits that are applicable only to permanent employees of the Institute (e.g. LTC with leave encashment, Personal Computer Advance, Children Education Allowance, Leave Encashment, Telephone Bill Reimbursement, Reimbursement of Newspaper bill) will not be applicable to them.
- Each appointment will be made on a contractual basis initially for a period of maximum three years, extendable up to two years on the noteworthy performance.
- Earned Leave (EL), Half Pay Leave (HPL) and Casual Leave (CL) will be admissible as per Institute's norms in vogue.

2. Other conditions

- The applicant must be a citizen of India.
- All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement as on the last date of receipt of the applications. They are advised to satisfy themselves before applying that they possess at least the minimum/ essential qualifications laid

down for various posts as on the last date of receipt of the applications. No enquiry asking for advice as to eligibility will be entertained.

- c. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for interview. The duly constituted Screening Committee may adopt its own criteria for shortlisting the candidates. The candidate should therefore mention in the application all the qualifications and experiences in the relevant area over and above the minimum prescribed qualification, supported with self-certified documents. Completion of Ph.D. degree will be reckoned from the date of issue of provisional certificate/ notification.
- d. The prescribed qualifications should have been obtained through recognized Universities/ Institutions. Incomplete application/applications received or not accompanied with the required certificates/ documents/ Fees are liable to be rejected.
- e. In respect of equivalency clause in Essential Qualifications, if a candidate is claiming a particular qualification(s) as equivalent qualification as per the requirement of the advertisement, then the candidate is required to produce at the time of interview the relevant certificate(s) in this regard, indicating the Authority (with number and date) under which it has been so treated otherwise the application is liable to be rejected.
- f. The period of experience rendered by a candidate on a part time basis, daily wages, visiting/ guest faculty will not be counted while calculating the valid experience for short listing the candidates for interview.
- g. If any document/ certificate furnished are in a language other than Hindi or English, a transcript of the same either in Hindi or English duly attested by a Gazette Officer or notary is to be submitted.
- h. The date for determining the upper age limit, qualification and/ or experience shall be the closing date prescribed for receipt of applications.
- i. The period of experience shall be counted after the date of acquiring the minimum prescribed educational qualifications.
- j. Persons with disabilities (**PWD**) fulfilling the eligibility conditions prescribed under Government of India's instructions are encouraged to apply.
- k. In case a candidate is staying abroad, his/ her candidature may be considered in absentia by the Selection Committee on his/ her written request.
- l. The Selection Committee may choose to place the candidate in any of the Pay Scale within the Pay Level depending upon the performance of the candidate and subject to meeting the minimum eligibility criterion specified.
- m. Only outstation candidates called and found eligible for interview will be paid to and fro single second AC rail fare from the actual place of undertaking the journey or from the normal place of their residence whichever is nearer to Kanpur on production of Rail Tickets/ Rail Ticket Numbers or any other proof of journey. Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for appearing in interview. Such a candidate will not be paid any fare.
- n. The decision of the Institute in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, and conduct of examination/ interview will be final and binding on the candidates.
- o. The Institute reserves the right not to fill up the posts, cancel the Advertisement in whole or in part without assigning any reason and its decision in this regard shall be final.
- p. Canvassing in any form and/ or bringing any influence will be treated as a disqualification for the post.
- q. In case of Universities/ Institutes awarding CGPA/SGPA/OGPA grades, candidates are requested to convert the same into percentage based on the formula as per their Universities/ Institutes.
- r. Application with relevant documents must be submitted online only. No hard copy needs to be sent.
- s. **No Interim Enquiry or Correspondence will be Entertained.**

3. Relaxations:

- a. The upper age relaxation limit is up to five years for SC/ ST and three years for OBC as per rule, on production of relevant certificate in the prescribed format signed by the specified authority at the time of interview.
- b. Upper age limit is also relaxable upto five years for the regular employees working in Institute laboratories/ Institutes, Government departments, autonomous bodies and public sector undertakings.
- c. Relaxation in upper age limit for Persons with Disabilities and ex-servicemen will be as per rules.
- d. Relaxation in age, over and above the stipulated limit, educational qualification and/ or experience may be considered in case of exceptionally meritorious candidates or if sufficient number of candidates possessing the requisite qualification and/ or experience is not available to fill up the posts.
- e. Regular employees of IITs who are educationally qualified and otherwise eligible can be considered for recruitment up to fifty years of age.
- f. Age relaxation for Project Employees working in IIT Kanpur will be as per the Office Order No. DIR/IITK/2019/OO-73 dated July 04th, 2019.

4. How to apply:

- a. Eligible candidates are required to apply only through **ONLINE portal www.iitk.ac.in/doad/reo-recruitment**.
- b. If the candidate does not have a valid email id, he/ she should create a new valid email ID before applying online.
- c. Online Application will be available on our website from **10:00 AM of 05.04.2025 to 11:59 PM of 04.05.2025**.
- d. Application fee of Rs. 1000/- shall be paid through an online portal except for Exempted Category. The candidates belonging to SC/ST/PWD/Women/Abroad candidate category are exempted from submission of application fee.
- e. Application once made will not be allowed to be withdrawn and fees once paid will not be refunded on any count nor can it be held in reserve for any other recruitment or selection process.
- f. Applicants/incumbents already working in any Government organization/Autonomous Bodies/PSUs are required to upload NOC and Vigilance Clearance Certificate from their present employer. However, it should be certified by the employer that the applicant, if selected, will be relieved within one month of receipt of the appointment order.

The following documents need to be uploaded while submitting online form:

- a. Recent colored photograph and signed must be uploaded.
- b. Self-attested photocopy of Date of Birth certificate.
- c. Self-attested photocopies of educational certificates.
- d. Self-attested photocopies of experience certificates, if any.
- e. Self-attested photocopy of caste certificate, if applicable.
- f. NOC and Vigilance Clearance Certificate, if applicable.

Important Note:

1. Any Amendment/ Corrigendum/ Submission date extension in respect of the above advertisement shall be issued on our website www.iitk.ac.in/doad/reo-recruitment only and no separate notification shall be issued in the newspaper/ press. Candidates are therefore requested to regularly visit our website to keep themselves updated.
2. In case of any dispute, the decision of the Director, IIT Kanpur, shall be final.

Advertisement No. REO/DOAD/2025/01

Date:05.04.2025

Copy forwarded to:

- a) All Heads of Departments/ Sections/ IDPs/ Centres/ Units- With the request to extend it for wide publicity.
- b) Moreover, copy for information to the following, please.
 - (i) Director's Office
 - (ii) Deputy Director's Office
 - (iii) SC/ST Cell
 - (iv) Notice Boards
 - (v) Webmaster

Sd/-
Dean of Administration
IIT Kanpur